

2 JUL 1968

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
General Counsel  
Inspector General  
Director of National Estimates  
SIGINT Officer  
Director for Planning, Programming  
and Budgeting  
Legislative Counsel

SUBJECT: Annual Report to the President's Foreign  
Intelligence Advisory Board

1. This memorandum is intended to give guidance for the preparation of the annual report to the President's Foreign Intelligence Advisory Board for the year ending 30 June 1968.

2. Attached is the outline to be followed in preparing the report. A few minor changes have been made in the outline distributed last year, and these changes follow exactly the format of the 1967 report as it actually evolved.

3. The components responsible for preparing each section are indicated. Where two or more components share responsibility, please coordinate informally so as to avoid duplication and inconsistency. (This requirement has not always been met fully in the past.) The outline is not meant to be restrictive. That is, all components should feel free to expand on it if they believe it does not cover all pertinent information adequately. The Inspector General, General Counsel and Legislative Counsel should contribute if they feel they can report developments in their areas which would be of value to the Board.

4. Particular care should be taken within each Directorate in editing and consolidating the submissions from that Directorate, and every effort should be made to eliminate duplication and inconsistency within the Directorate. Appropriate extracts from last year's final edited version of the report will be sent to the designated officers in each Directorate.

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5. The report should not repeat basic information contained in last year's version except as necessary to explain developments of the past year. Drafts should be submitted in duplicate, double spaced. Each section or sub-section of the draft should be begun on a new page. Please classify each section or sub-section independently, i.e., do not give every page of the submission the highest classification contained anywhere in it. This is necessary in order to facilitate consolidation where required.

6. Again it is requested that each Deputy Director give his personal attention to section M, covering significant gaps and deficiencies and steps being taken to remove them. This section is the most important one of the entire report. Last year's contributions in this area were well thought out and informative, and it is essential that we continue to respond fully and frankly as to the problems and their solutions.

7. [REDACTED] of the NIPE staff will be responsible for pulling together the final report. Please submit drafts to him not later than 30 August 1968. Any self-contained sections which are available before that date should be forwarded whenever ready. Please have your designated action officer check with [REDACTED] Room 7E 22, x-4086, at the earliest opportunity.

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[REDACTED]

L. K. White  
Executive Director-Comptroller

Attachment

cc: DCI  
DDCI  
D/DCI/NIPE

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TS No. 189083

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OUTLINE FOR ANNUAL CIA REPORT  
TO PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD

Action  
Office

Information concerning major intelligence  
and intelligence-related activities, including:

PPB

A. Organizational arrangements for head-  
quarters and field direction of intelligence-related  
functions, including organizational charts.

PPB

B. Total cost figures, and manpower totals  
at headquarters and in the field, with projections for  
each of the succeeding five years. (Include subtotals  
of cost and manpower figures applicable to each  
separate major program or activity, including  
research and development, studies or other projects  
conducted on an "in-house" or contract basis.)

DD/S

C. Training of intelligence personnel.

DD/I

D. Intelligence collection requirements.  
(Coordination, formulation and tasking of requirements  
generated internally or by other agencies for purposes  
of meeting intelligence needs.)

E. Intelligence collection activities, reflecting  
significant results achieved during the reporting period:

DD/P

1. Political intelligence (clandestine).

DD/P

2. Economic intelligence (clandestine).

DD/S&T

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DD/P

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3. Scientific and technical intelligence.

4. Guided missile and astronautics intelligence.

5. Atomic energy intelligence.

DD/S&T, DD/P

(Coord. w/SIGINT Officer)

6. Signals intelligence.

DD/I, DD/P

7. Order of battle intelligence (e.g., ground,  
naval, air, radar).

DD/P, DD/I

8. Defectors.

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DD/P

9. Clandestine agent collection.

a. Official cover arrangements and numbers of personnel utilized.

b. Nonofficial cover arrangements, including numbers of personnel; and status of progress in the development of immediate and long-term, deep-cover assets for coverage of critical intelligence targets.

DD/I

10. Foreign broadcast monitoring and foreign publications exploitation.

DD/I

11. Exploitation of domestic sources for foreign intelligence purposes.

DD/I

[REDACTED]

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DD/I  
DD/P  
DD/S&T

F. Processing of raw intelligence, including the application of automated data handling systems to problems of information control and retrieval.

1. Photographic interpretation. Include figures on photographic intelligence collected. (To be handled under the [REDACTED] Control System.)

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✓ 2. Information handling and retrieval systems.

DD/I  
DD/S&T  
(Coord. w/ONE)

G. Intelligence production.

✓ 1. Current intelligence analyses. (Include organizational and procedural arrangements in the field and at headquarters; procedures for timely identification and exploitation of early warning and indicator-type data concerning developing crisis situations warranting prompt consideration at highest government levels.)

✓ 2. National Intelligence Estimates. (Support to and participation in the preparation of estimates for use in the national policy-making process.)

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✓ 3. National Intelligence Surveys.  
(Support to and participation in the preparation of National Intelligence Surveys, including the status of implementation of NIS production schedules to meet national and military requirements.)

4. Geographic and geodetic intelligence, including mapping and charting.

5. Economic intelligence.

6. Military-economic intelligence.

7. Biographic intelligence.

✓ 8. Scientific and technical intelligence.

9. Personality studies.

10. Other

DD/S  
DD/P

H. Protection of sensitive U.S. intelligence data, sources and methods. (Specific programs which are designed to afford this protection and which are additional to the general programs outlined in the counterintelligence section of the annual report.)

1. Controls and compartmentation of particularly sensitive intelligence data and techniques.

2. Controls on release of classified information to foreign governments, officials and international bodies.

DD/S  
DD/S&T  
DD/P  
DD/I

✓ I. Research and development. (Major programs under way with a view to achieving new or improved capabilities for the collection, processing, analysis and exploitation of intelligence data.)

DD/S&T

✓ J. Scientific and technical. (Organization and application of scientific and technological resources for intelligence-related purposes; and arrangements for coordination with other intelligence agencies.)

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DD/P  
DD/S

K. Counterintelligence activities abroad.  
Programs for protecting U. S. Government personnel,  
and sensitive U. S. information, installations and  
operations against espionage, sabotage and subversion,  
including:

DD/P

1. Positive counterintelligence programs  
for the penetration of hostile intelligence services.

DD/S

2. Personnel security screening and  
supervision.

DD/S

3. Physical security.

DD/S

4. Communications security, including  
security of cryptographic systems.

DD/S

5. Audiosurveillance countermeasures.

DD/P

6. Coordination of counterintelligence  
programs with other interested agencies.

DD/P

L. Covert action programs. Summarize  
developments in major covert action programs. Cover  
progress made in implementation of Katzenbach report.

All

✓ M. Deficiencies. (Significant gaps and deficiencies  
in departmental programs and efforts to meet intelligence  
and covert action needs, and steps being taken to remove  
such gaps and deficiencies.)

DD/P

N. Planning for intelligence-related activities  
in time of war, including support of military operations  
in wartime.

GC

O. Legal.

LC

P. Legislative.

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